OSD
OPERATIONAL SERVICES DIVISION

Job Aid: MARCH SALE
How to Purchase from a (G2B) Punchout.

This Job Aid shows how to: Purchase from a PunchOut and include the Promo Code **Sale2016** in Step9 of the **Special Instructions** field on the G2B Requisition after Punching Out from the vendor's catalog.

Of Special Note:

The Operational Services Division is launching a month-long sale on a wide array of Statewide Contract (SWC) Products and Services! All buyers eligible to purchase from SWCs may take advantage of these special **March to $avings** offers. More than **130** SWC Vendors have signed on to offer product and service discounts on top of their negotiated contract agreements for eligible purchases issued **March 1 - 31, 2016**. This is an opportune time to match your organization's 2016 purchasing needs with our **March to $avings** offers.

NOTE: Be sure to **turn off your Pop up Blocker.** COMMBUYS is supported by most standard browsers **except GOOGLE Chrome**. See the Notes in Step 1 for specific information.

Screenshot	Directions
Welcome To COMMBUYS

COMMBUYS
OPERATIONAL SERVICES DIVISION

COMMBUYS is the only official procurement record system for the Commonwealth of Massachusetts' Executive Departments. COMMBUYS offers free internet-based access to all public procurement information posted here in order to promote transparency, increase competition, and achieve best value for Massachusetts taxpayers.

COMMBUYS INFORMATION: For more information on COMMBUYS please visit us at COMMBUYS. If you have any questions or concerns contact the COMMBUYS Help Desk at COMMBUYS@state.ma.us or ring us during normal business hours (8AM – 5PM Monday – Friday) at 1-888-627-8283 or 617-720-3197.

Register
Register here to begin using COMMBUYS.
Vendors, please read this disclaimer prior to registering.

Complete Registration
Complete registration here to begin using COMMBUYS.
Vendors, please read this disclaimer prior to completing registration.

Open Bids
Browse open bid opportunities.

Active Contracts
Browse active Contracts/Blankets.

Contract & Bid Search
Search for Bids and active Contracts/Blankets.

Registered Vendor Search
Search for registered vendors.

Login ID: [   ]
Password: [   ]
[Login]

Forgot your password?

© 2014 Periscope Holdings, Inc.
All Rights Reserved | **Step 1** Launch COMMBUYS

1. Launch the COMMBUYS website by entering the URL for COMMBUYS (https://www.commbuys.com) in the browser.

2. Enter your Login ID and password and click the **Login** button on the COMMBUYS landing page.

You must have either the basic purchasing or department access role to order from a G2B Catalog.

NOTE: In order to take advantage of the COMMBUYS feature supporting the purchase of goods from vendor Punchout Catalogs, remember to turn the pop-up blocker in your browser off.

COMMBUYS is supported by most standard browsers, including Internet Explorer, Firefox, and Safari.

Because of the unique way Google Chrome manages menus and pop-ups, COMMBUYS features may not work properly with Chrome. |

Job Aid: MARCH SALE
How to Purchase from a (G2B) Punchout.

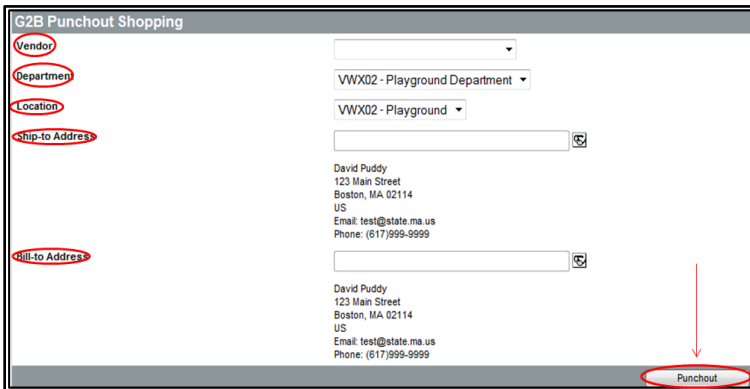| Screenshot	Directions
	Step 2 Select the Punchout Click the '**Shopping Cart**' icon on the upper right side of the Header bar. The **G2B Punchout Shopping** screen will appear. (Be sure the browser pop-up blocker is disabled before beginning.)
	Step 3 Choose a Vendor Prior to redirection to the seller's website to view and select Items, you must complete the **G2B Punchout Shopping** screen. 1. Select the **Vendor** from the dropdown list 2. Select the **Department** and **Location**. 3. Select the **Ship to** and **Bill to Address** 4. Click **Punch Out**. **Note**: The Department, Location, Ship to, and Bill to **auto-fill** with the user account information. If a change needs to be made this may be done by clicking the **Drop Down Menus** and **Search** icons. Punchout Requisitions cannot have different ship-to or bill-to addresses by line item. All items on one punchout can only be shipped to one address and billed to one address. **NOTE: The information entered on this screen cannot be changed once you 'punchout' to the seller's website.** Select the **Punchout** button at the bottom of the screen.

Job Aid: MARCH SALE
How to Purchase from a (G2B) Punchout.
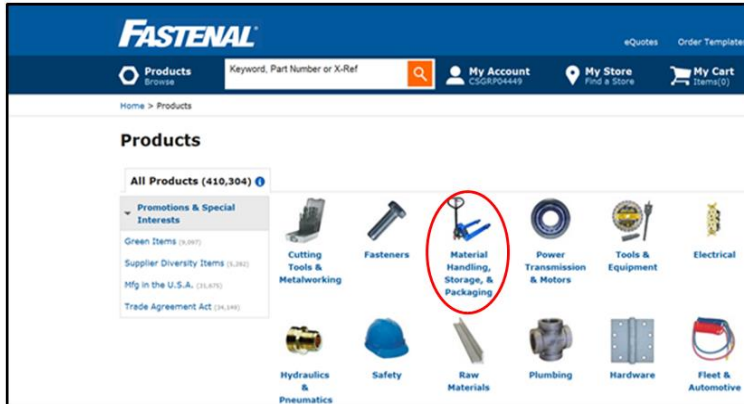
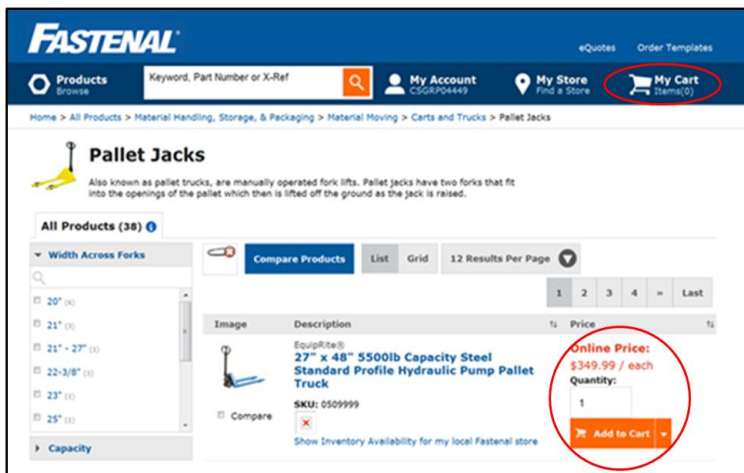| Screenshot	Directions
	Step 4 Select Items The selected seller's website displays. Its' appearance is similar to the seller's public website; however it will contain only the items and pricing available under the contract. COMMBUYS will remain open in the background. This example uses Fastenal's punchout. 1. **Select** the items category needed for purchase. 2. **Continue** selecting sub categories (if necessary) until you locate your desired items. Note: Punchout Catalogs are unique for each Vendor, so the following steps may vary slightly.
	Step 5 Add items You can now shop by using the vendor's website search tools and add items to your shopping cart. 1. Choose the desired **Item** and fill in the **Quantity**. 2. Click **Add to Cart**. 3. Once you have chosen all your items, select the **My Cart** Icon to start the checkout process. When you are finished shopping review your cart.

Job Aid: MARCH SALE
How to Purchase from a (G2B) Punchout.

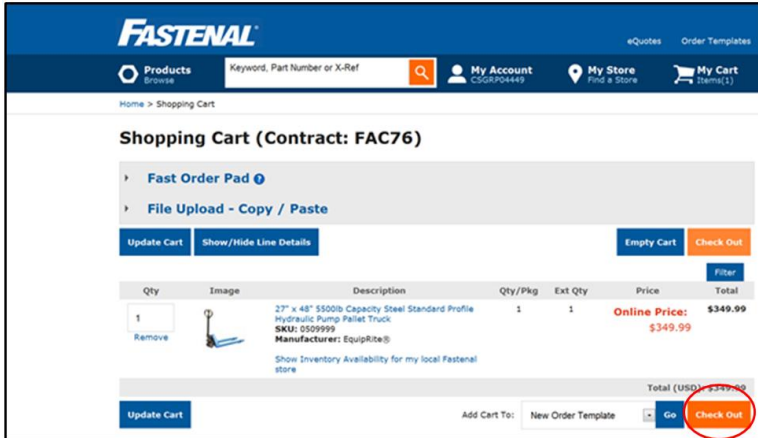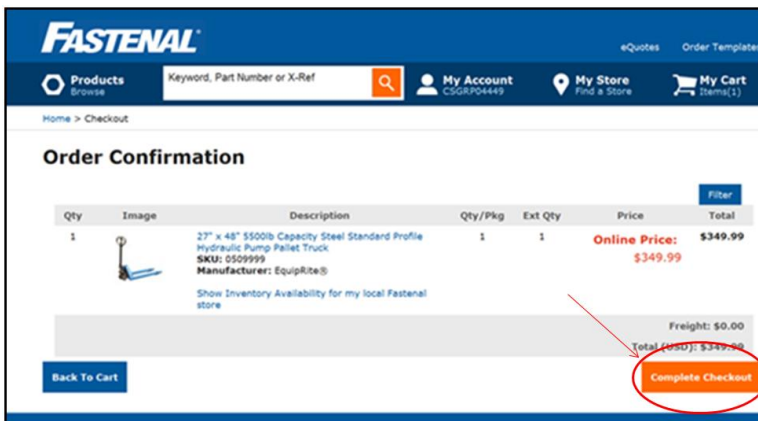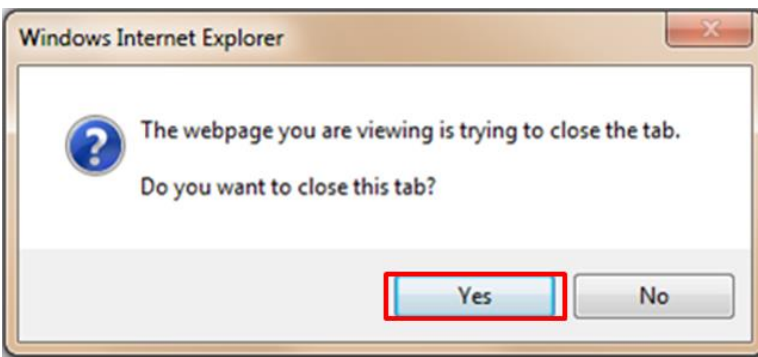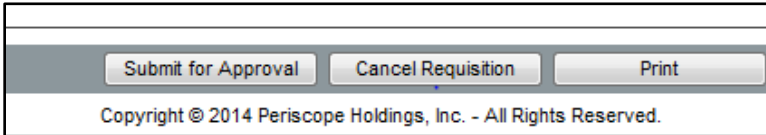| Screenshot	Directions
	Step 6 Check out Ensure that quantities are correct. Click the **Check Out** button.
	Step 7 Complete Check out • Select the **Complete Checkout** button to proceed. • To continue shopping or make changes, select the **Back to Cart** button. **Note:** The **Complete Checkout** button may be called something else in another G2B website. For example W.B. Mason's webpage reads "**Proceed to Checkout.**"
	Step 8 Dialogue Box A Dialogue box appears asking *"Do you want too close this tab?"* Click **Yes.**

OPERATIONAL SERVICES DIVISION

Job Aid: MARCH SALE
How to Purchase from a (G2B) Punchout.

Screenshot	Directions
	Step 9 Complete the Requisition A COMMBUYS Release Punchout Requisition with your selected items will appear when the seller's website closes. The requisition is in an '*In Progress*' status; some fields have populated from the information entered before the 'punchout'. Most of the requisition will be un-editable. The **Short Description** field was populated but the information can be edited. For example: users can enter their agency's document numbering schema along with a few keys words about the Purchase You must now provide: 1. Purchaser name 2. Contact name 3. **Special Instructions**: COMMBUYS buyers must enter the **Sale2016** Promo Code in the **Special Instructions** field on the Requisition. Click **Save and Continue**
	Step 10 Items check 1. Click the **Items tab**. The items selected in the cart were brought over and are now in the Items tab of the Requisition. Ensure that all the Items and Quantities are correct. You will not be able to add or delete items that are imported during the Punchout. If an error is made you will need to start the punchout again, as no changes to the items can be made once the information has been brought into COMMBUYS. 2. Once you have checked your Items for accuracy, click the **Summary** tab.

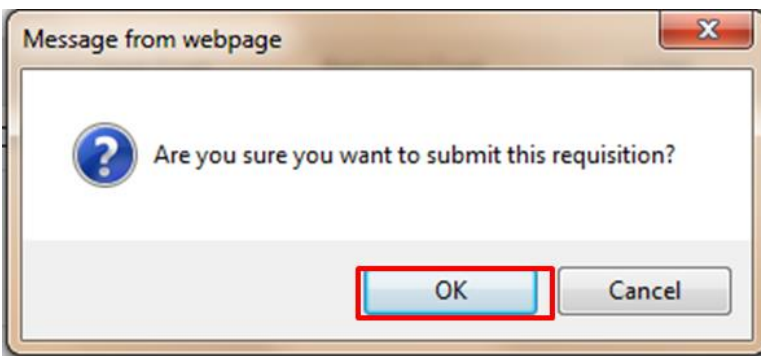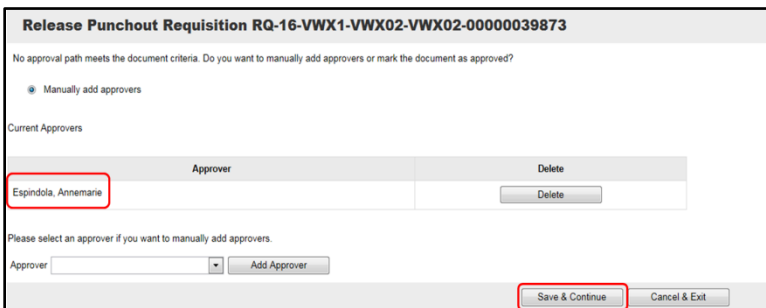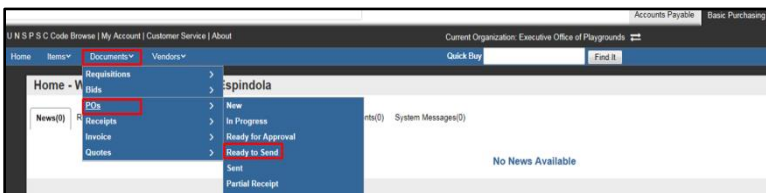| Screenshot	Directions
	Step 11 Submit for approval After reviewing the Summary Tab for correctness, scroll to the bottom and click the **Submit for Approval** button.
	Step 12 Dialogue Box A dialogue box appears asking, "Are you sure you want to submit this requisition?" Click **OK**
	Step 13 Approval Path 1. Select the proper **Approval Path**. 2. Click **Save and Continue.** **Note**: Be sure to follow your department's approval procedures and approval paths.
	Step 14: Locate Requisition after Approval After the requisition has completed its' approval path workflow, find your new PO in your control center. It will be in a '*Ready to Send*' status. 1. Select **Documents>PO>Ready-To-Send.** 2. Click on the **PO number** to open the document.

Job Aid: MARCH SALE
How to Purchase from a (G2B) Punchout.

Screenshot	Directions
	Step 15: Purchase Orders - Ready to Send 1. Check the **Select Box** next to your Purchase Order. 2. Select a **Vendor Notification Action.** 3. Click the **Apply Notification Action to Selected** button.
	Step 16: Purchase Order Notification The PO opens the Summary tab; scroll to the bottom of the page. Click **OK** button to send the G2B order to the Vendor for processing.